

CHAPTER 11. CONDUCT A FLIGHT INSTRUCTOR INITIAL/REINSTATEMENT/RENEWAL CERTIFICATION AND ADDITIONAL CATEGORY/CLASS RATINGS

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

- Original certification: 1525
- Reinstatement: 1529
- Additional rating: 1526
- Renewal: 1527 (Flight) and 1528 (No Flight)

2. OBJECTIVE. This task determines if an applicant is qualified for an initial flight instructor certificate, a reinstatement of a certificate, a renewal of a certificate, or to add an additional category or class rating to an existing certificate. Completion of this task results in the issuance of Federal Aviation Administration (FAA) Form 8060-4, Temporary Airman Certificate, with appropriate ratings; FAA Form 8060-5, Notice of Disapproval of Application; or a letter of discontinuance.

NOTE: On September 1, 2004, the Certification of Aircraft and Airmen for the Operation of Light-Sport Aircraft final rule became effective. This created a new sport pilot rating and privileges at the Flight Instructor Certificate level. This chapter does NOT address the requirements for a flight instructor certificate with a sport pilot rating or the addition of category and class privileges for a flight instructor exercising the privileges of a flight instructor certificate with a sport pilot rating. Refer to FAA Order 8710.7, Sport Pilot Examiner's Handbook, and to Title 14 of the Code of Federal Regulations (14 CFR) part 61, subpart K for information on the flight instructor certificate with a sport pilot rating.

3. GENERAL.

A. Inspector Qualifications. The inspector performing an airman certification test for flight instructor certification must:

(1) Possess pilot and flight instructor certificates and ratings in the same category and class as the test being conducted.

(2) Have an FAA Order 4040.9, FAA Aircraft Management Program (current edition), pilot-in-command (PIC) check, in the applicable category and class.

(3) Have completed on-the-job training (OJT) in that task.

NOTE: Inspectors hired after January 1986 may not conduct practical tests for applicants prior to their successful completion of the pilot certification testing procedures course.

B. Airworthiness Coordination. When the applicant submits a completed application and the other required documents for a practical flight test, the inspector conducting the practical test or an airworthiness inspector should review the applicant's aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration. The inspector will review these documents to determine if the aircraft is airworthy and suitable for this practical test. After review, the inspector will return the documents to the applicant.

C. Knowledge Test. The flight instructor knowledge examination consists of the fundamentals of instructing (FOI) and appropriate rating tests.

(1) An applicant for an initial flight instructor certificate must present two knowledge test reports:

- One for the FOI, unless test credit is given per section 2, paragraph 3H(7)
- One for the appropriate flight instructor rating

(2) In addition to the FOI, an applicant must pass a second knowledge test for ONE of the following, appropriate to the instructor rating sought:

- FLIGHT INSTRUCTOR, AIRPLANE
- FLIGHT INSTRUCTOR, ROTOR-CRAFT—HELICOPTER
- FLIGHT INSTRUCTOR, ROTOR-CRAFT—GYROPLANE
- FLIGHT INSTRUCTOR, POWERED-LIFT
- FLIGHT INSTRUCTOR, INSTRUMENT—AIRPLANE
- FLIGHT INSTRUCTOR, INSTRUMENT—HELICOPTER
- FLIGHT INSTRUCTOR, GLIDER
- FLIGHT INSTRUCTOR, INSTRUMENT—POWERED-LIFT

4. FAA CONDUCT OF INSTRUCTOR PRACTICAL TESTS.

A. The General Aviation Safety Audit and other sources indicated that the FAA needed closer contact with the flight instructor community. Therefore, the FAA resumed the responsibility of conducting practical tests for initial issuance of flight instructor certificates. Flight instructor examiner (FIE) designations were withdrawn for the purpose of conducting these practical tests. However, the FAA still authorizes the FIEs to conduct practical tests for the renewal, reinstatement, and addition of a rating to a flight instructor certificate.

B. *Public Complaint.* After this policy was implemented, the FAA received complaints from the public and some Regional Flight Standards Division managers that applicants for flight instructor practical tests were experiencing excessive delays in obtaining appointments at some Flight Standards District

Offices (FSDO). An investigation of these complaints revealed that such delays had occurred.

(1) The FAA intends to continue conducting initial flight instructor certifications, but recognizes that conditions sporadically occurring at some FSDOs may cause lengthy or unacceptable delays in administering flight instructor practical tests.

(2) Regional Flight Standards Division managers may authorize individual FSDOs to designate highly qualified FIEs to conduct practical tests for the initial issuance of the flight instructor certificate according to the following procedures:

(a) FSDOs may designate FIEs to conduct flight instructor practical tests for the initial issuance of the flight instructor certificate with Regional Flight Standards Division manager's approval. When an appointment cannot be made with an FAA inspector within 2 weeks, the FSDO may direct an applicant to a selected FIE, in accordance with the following:

i. The FSDO must:

- Review the qualifications of FIEs or other examiners whom it deems highly qualified
- Create a pool of the most qualified examiners to administer initial flight instructor practical tests
- Notify the examiners that they are being considered to administer the tests
- Inform the examiners that administering the tests is subject to approval by the Regional Flight Standards Division manager and to cancellation, at any time and without cause, by the FSDO

ii. The examiner must consent to conduct such tests.

iii. When allowed, the FSDO will direct applicants to an FIE nearest the applicant's location. When several examiners are available within

a 50-mile radius of the applicant, the FSDO should select examiners on a rotating basis.

(b) Each FSDO must obtain advance approval from the Regional Flight Standards Division manager before designating examiners to conduct the initial flight instructor practical test. FSDOs must submit justification for the request, including enough information on inspector resources and applicant demand, to enable the region to determine if that FSDO cannot serve the applicants within 2 weeks. Before approving the request, the region should determine whether other FSDOs adjacent to that office are also unable to conduct the tests.

(c) When conditions indicate only a short-term demand for testing services, such as completion of a semester or training class, the region may limit the period when a FSDO may refer applicants to FIEs.

(d) Regional Flight Standards Division managers will maintain documentation for such authorizations granted. In addition, they will review FSDO policies on this subject at least annually to determine if existing FIE designation procedures are needed.

(3) This initiative is deemed necessary to ensure that the FAA continues to meet its obligations to initial flight instructor applicants in a timely manner while providing the highest level of safety.

(4) It must be emphasized that the use of this policy is limited to those instances when an applicant cannot be scheduled for a practical test within 2 weeks of the original request. FSDOs are expected to conduct initial flight instructor certification practical tests whenever resources are available.

C. Recommend Graduates of Part 141 Approved Schools. Title 14 CFR part 141, § 141.65 authorizes some pilot schools operating under part 141 to hold examining authority and recommend certain graduates from its approved course for the appropriate flight instructor certificate or rating without taking the FAA knowledge or practical test.

5. ESTABLISHING ELIGIBILITY.

A. Airmen Requirements for Initial Issuance. An applicant may satisfy the aeronautical knowledge requirements of part 61, § 61.185 by showing evidence of ground instruction in the specified areas or presenting a certified college transcript or teaching

certificate. When test credit is given, a copy of the teacher's certificate should be obtained and submitted, along with the airman certification file, to the Airmen Certification Branch, AFS-760. If this is impractical, for whatever reason, the inspector responsible for the certification file should include the following statement in lieu of a copy of the teacher's certificate: "This is to certify that I have examined the qualifications and credentials of this applicant for a (ground or flight instructor certificate) and find the credentials acceptable to meet the criteria stated in FAA Order 8700.1 and appropriate to the instructor certificate sought."

(1) As a part of the prerequisites for a degree program, a number of colleges and universities in the United States conduct courses in aviation technology and science, and require flight training. However, students attending such schools may not complete all the course requirements for the degree sought. Many of the students enrolled in aviation courses are well qualified in the required subject areas. An applicant's knowledge in these subject areas must be determined.

(2) A transcript should list the following items or their equivalents:

- Educational psychology
- General psychology
- Tests and measurement
- Aviation or science teaching methods
- Secondary school curriculum development and lesson planning
- Practice teaching in a classroom or on the flight line

B. Airmen Requirements for Additional Ratings. All applicants for an added rating must complete any required knowledge test, except for an instructor adding a single-engine or multiengine class rating to an instructor certificate.

C. Statement of Endorsement. To prove that applicants satisfy the requirements of § 61.185, they should possess a flight or ground instructor's certified statement similar to the sample provided in the latest edition of Advisory Circular (AC) 61-65, Certification: Pilots and Flight and Ground Instructors. If the ground instruction received for the private, commercial, and airplane instrument ratings

was endorsed by an authorized ground or flight instructor, as provided in §§ 61.65, 61.105, and 61.125, that endorsement may also be accepted.

D. English Language Requirements.

(1) Early in the process of issuing a flight instructor certificate/rating, it must be determined whether the applicant can read, speak, write, and understand the English language. AC 60-28, English Language Skill Standards Required by 14 CFR Parts 61, 63, and 65, explains how to determine English language abilities required for pilot certification.

(2) If the applicant cannot read, speak, write, or understand the English language, then the flight instructor certificate/rating may not be issued unless the reason is because of a medical disability. If the reason for the applicant being unable to read, speak, write, and understand the English language is because of a medical disability (e.g., a hearing impairment or speech impairment that is medically substantiated by a certified medical physician), then an operating limitation may be placed on the person's pilot certificate and flight instructor certificate. The operating limitation may require the person to be accompanied by another pilot who is qualified to act as a PIC for the appropriate aircraft category, class, type (if class and type of aircraft is applicable), and operating privilege.

(3) Although the FAA has not established practical test standards (PTS) to ascertain if an applicant can read, speak, write, and understand the English language, inspectors may use the following examples as guidelines in this evaluation:

(a) An inspector may ask the applicant to listen to a tape recording of an air traffic control (ATC) clearance or set of instructions and speak and explain the clearance or instructions back to the inspector in the English language.

(b) An instructor may ask an applicant to write down, in English, the meaning of an ATC clearance, set of instructions, or weather report and speak and explain the clearance, instructions, or weather report back to the inspector in the English language.

(4) The intent of the evaluation is not to require the applicant to read, speak, write, and understand the English language at college level

standards. The inspector should be logical when evaluating an applicant for this requirement (reference § 61.183(b)).

6. PRACTICAL TEST.

A. Conducting the Practical Test.

(1) Although inspectors judge an applicant's performance by the flight instructor PTS, they may also require an applicant to demonstrate skill and knowledge from other PTS, such as private pilot, commercial pilot, and instrument rating.

(2) When administering the practical test for renewal or reinstatement, an inspector may, at his/her discretion, recognize qualifications previously demonstrated by an applicant, provided the extent and standards of the flight instructor's practical test are not compromised. For example, an inspector may accept any current and required flight check conducted under part 121, 125, or 135, as applicable.

B. Spin Training Requirement.

(1) Section 61.183(i)(2) states, in part, that an applicant for a flight instructor certificate for a glider or airplane rating must have received a logbook endorsement from an authorized flight instructor who:

(a) Has provided the applicant with spin entry, spin, and spin recovery training in an aircraft of the appropriate category that is certified for spins.

(b) Has found the applicant to possess instructional proficiency in stall awareness, spin entry, spin, and spin recovery.

(2) Section 61.187 states that an applicant for a flight instructor certificate must have received:

(a) Flight instruction in the performance and analysis of standard flight training procedures and maneuvers appropriate to the instructor rating sought.

(b) An endorsement by the person who has given the instruction certifying that the applicant is competent to pass the practical test on the subjects listed.

7. REINSTATEMENT. A holder of an expired flight instructor certificate, issued after November 1, 1975, may have all ratings reinstated by accomplishing an flight instructor additional rating practical test. If appropriate, for an additional flight

instructor rating, an aeronautical knowledge test may be required (see § 61.183(f)).

A. Conversion to New System. The holder of a flight instructor certificate issued before November 1, 1975 that does not bear any of the new class or instrument ratings listed in § 61.5(c)(2), (3), or (4), may not exercise the privileges of that certificate. Until November 1, 1975, holders of those old flight instructor certificates were permitted to convert them to the new system of flight instructor certificates and ratings.

(1) Applicants who failed to convert old flight instructor certificates before November 1, 1975, may reinstate those certificates under the provisions of paragraph 7B.

(2) The holder of a flight instructor certificate with a glider rating does not need to convert that rating to a new class rating to exercise the privileges of that certificate and rating.

B. Reinstatement of Old Instructor Certificates. The FAA did not intend for the revision of part 61 to rescind any privilege previously authorized. The holder of an old flight instructor certificate issued before November 1, 1975, authorizing “FLIGHT INSTRUCTOR—AIRPLANES” or “FLIGHT INSTRUCTOR—INSTRUMENTS,” may no longer exchange that certificate for a flight instructor certificate issued under revised part 61. However, the applicant may reinstate the old instructor certificate by passing the practical test prescribed by § 61.183 for each aircraft class rating sought. The FAA does not require a knowledge test.

(1) An applicant who holds an old instructor certificate for “FLIGHT INSTRUCTOR—AIRPLANES” and wants flight instructor privileges for single- and multiengine aircraft must pass both practical tests. If only the single-engine test is completed, the applicant is issued a certificate noting “FLIGHT INSTRUCTOR—AIRPLANE SINGLE-ENGINE.”

(2) An applicant who holds an old instructor certificate for “FLIGHT INSTRUCTOR—INSTRUMENTS” may be issued a certificate authorizing “FLIGHT INSTRUCTOR, INSTRUMENT—AIRPLANE” and/or “FLIGHT INSTRUCTOR, INSTRUMENT—HELICOPTER,” depending on the category of aircraft in which the applicant passes the practical test.

(3) An applicant who holds an old instructor certificate that authorizes AIRPLANES and INSTRUMENTS may reinstate either or both privileges. An aeronautical knowledge test is not required for flight instructor ratings previously held. If the applicant satisfactorily completes the practical test for airplane instructor privileges, but does not take the test for instrument rating privileges, the new flight instructor certificate would state “FLIGHT INSTRUCTOR AIRPLANE SINGLE-ENGINE, INSTRUMENT INSTRUCTOR EXPIRED [insert date].” If the applicant passes the appropriate practical test, the expired rating may be reinstated.

C. Old Flight Instructor Ratings on Pilot Certificates. An old instructor rating on a pilot certificate may not be reinstated, exchanged, or used for any current instructor privileges. A flight instructor rating or limited flight instructor rating on a pilot certificate is no longer valid and the holder may not exchange it for a similar rating or a flight instructor certificate. The holder of a pilot certificate with a flight instructor or limited flight instructor rating may be issued a flight instructor certificate only if the applicant passes the knowledge and practical tests, prescribed by § 61.183, for the certificate and rating sought.

8. REGULATORY REQUIREMENTS. In accordance with § 61.195, flight instructors may not conduct flight instruction in any aircraft for which they do not hold category, class, and type ratings, if appropriate, on the pilot and flight instructor certificates. The phrase “if appropriate” applies equally to and in combination with both certificates when instrument instructor ratings are involved.

A. Single- and/or Multiengine Ratings. According to part 61, flight instructors who hold an “INSTRUMENT—AIRPLANE” rating only on their flight instructor certificate are authorized to give instrument flight instruction in single- and/or multiengine airplanes for instrument certification, provided they hold single- and/or multiengine ratings on their pilot certificate.

B. Class Ratings. Flight instructors who hold flight instructor certificates issued under part 61, which allow only instrument instructor privileges in airplanes, may give instrument flight instruction in any class airplane that is listed without restriction on their pilot certificate. Instructors holding only a helicopter instrument rating on their flight instructor

certificate are limited to conducting instrument flight instruction in helicopters.

C. Ratings Limited to Instrument. Instructors with ratings limited to instrument may not give instrument flight instruction to students who do not hold category and class ratings in the aircraft used. This would be instruction for the addition of a rating that conveys other than instrument privileges. These instructors may not certify logbooks or recommend applicants for any aircraft category or class rating.

9. RENEWAL OF FLIGHT INSTRUCTOR CERTIFICATE. Section 61.197(a) states that a holder of a current flight instructor may renew that certificate and rating by passing a practical test for one of the ratings listed on the applicant's current flight instructor certificate. Section 61.199(a) states that the holder of an expired flight instructor certificate may reinstate that certificate by passing a practical test for one of the ratings listed on the applicant's expired flight instructor certificate.

A. Section 61.197(a). A person who holds a flight instructor certificate that has not expired may renew that certificate for an additional 24 calendar-months if the holder:

(1) Passes a practical test for renewal of the flight instructor certificate or an additional flight instructor rating; or

(2) Presents at least one of the following to an ASI:

(a) A record of training students that shows, during the preceding 24 calendar-months, that the flight instructor has:

- Endorsed at least five students for a practical test for a certificate or rating
- Passed at least 80 percent of those students on the first attempt of the test

(b) A record that shows that within the preceding 24 calendar-months, the flight instructor has served in one of the following positions in which the ASI is acquainted with the duties and responsibilities, and has knowledge of its current pilot training, certification, and standards:

- A company check pilot

- A chief flight instructor
- A company check airman
- A flight instructor in a part 121 or 135 operation
- In a position involving the regular evaluation of pilots

(c) A graduation certificate showing the person has successfully completed an approved flight instructor refresher course/clinic, consisting of ground training or flight training, or both, within the 3 calendar-months preceding the expiration month of his/her flight instructor certificate.

B. Section 61.197(a)(2)(iii). Questions have been asked about whether a person who elects to attend an approved flight instructor refresher course/clinic more than once every 24 months would be permitted to renew his or her flight instructor certificate more frequently. Even though the rule was written in a permissive format, it does not preclude a person from renewing his/her flight instructor certificate once a year or more if the person chooses to renew by attending an approved flight instructor refresher course/clinic with greater frequency. However, for an applicant who renews his or her flight instructor certificate outside the 3 calendar-month window (See § 61.197(b)(2)(i)), the new expiration date will be 24 calendar-months from the month of renewal.

(1) A holder of a current flight instructor certificate who has been designated as a Master Certificated Flight Instructor by NAFI (National Association of Flight Instructors) within the current renewal period may renew his or her flight instructor certificate.

(2) A holder of a current flight instructor certificate who serves as a flight instructor in the FAA WINGS Program and gives flight training to qualify pilots for a Phase I through XX proficiency award may renew his/her certificated flight instructor (CFI), in accordance with the following criteria. That flight instructor must:

- Hold a flight instructor certificate that has not expired
- Have provided at least 15 hours of FLIGHT TRAINING in a phase of the FAA WINGS Program

- Have provided FLIGHT TRAINING in a phase of the FAA WINGS Program to at least five pilots and signed the logbooks of those pilots
- Be enrolled and actively participating in or previously accomplished all of the phases of the FAA WINGS Program
- Present a record to an aviation safety inspector (ASI) showing that the flight instructor has met the requirements of the prior three bullets within the preceding 24 calendar-months before the month of application for renewal of his or her flight instructor certificate
- Present a completed FAA Form 8710-1, Airman Certificate and/or Rating Application, to an ASI or Aviation Safety Technician (AST) for renewal of his or her flight instructor certificate

C. Section 61.197(a)(2)(ii). Individuals have asked FAA about the intent of the statement, “. . . in a position involving the regular evaluation of pilots” in § 61.197(a)(2)(ii) and whether it has the same meaning as the old provision in § 61.197(b). The FAA rewrote § 61.197 to expand the renewal provisions, mainly to include other PICs. For example, the following PICs, who regularly evaluate pilots, have the same renewal provisions as a PIC in a part 121 operation:

- A PIC of a multiple pilot flightcrew aircraft under part 135
- Corporate PICs of a multiple pilot flightcrew aircraft under part 125 or 133
- U.S. military pilots who are PICs of a multiple pilot flightcrew aircraft
- U.S. military instructor pilots and examiners who regularly evaluate pilots under part 125 or 133
- Flight instructors who actively instruct in part 61 schools

NOTE: FAA ASIs should review evidence of the applicant’s employment, which should

clearly show that the applicant is in a position involving the regular evaluation of pilots. ASIs also should have personal knowledge of the applicant’s flight instructing capabilities and qualities before renewing that applicant’s flight instructor certificate.

D. Procedures for Processing a Flight Instructor Certification Renewal via the U.S. Mail. Flight instructor renewal applicants are now able to renew their flight instructor certificates on a personal computer workstation and complete an approved FIRC over the Internet. Some flight instructor renewal applicants have inquired about being able to mail in the required documents to renew their flight instructor certificates. AFS-810 has approved procedures that will allow a flight instructor renewal applicant whose flight instructor certificate has not expired (meaning, the flight instructor has satisfactorily accomplished the flight instructor renewal requirements and has submitted an application prior to the expiration date of his or her flight instructor certificate) to renew his/her flight instructor certificate by sending the application and superseded flight instructor certificate to his or her jurisdictional FSDO via the mail delivery. The procedural requirements that must be followed to accomplish the flight instructor renewal requirements via the mail delivery service are as follows:

(1) The flight instructor renewal applicant is required to submit an original completed FAA Form 8710-1, Airman Certificate and/or Rating Application.

(2) The flight instructor renewal applicant must submit his or her permanent flight instructor certificate.

(3) The flight instructor renewal applicant must submit a copy of his or her identification that contains a picture of the applicant (i.e., driver’s license, military ID card, etc.). That copy of the applicant’s identification document must be notarized by a Notary Public.

(4) If the flight instructor renewal applicant is renewing on the basis of satisfactory completion of a FIRC (i.e., § 61.197(a)(2)(iii)), the applicant will be required to submit a copy of his or her graduation certificate.

(5) If the flight instructor renewal applicant is renewing on the basis of § 61.197(a)(2)(i) or (ii), the

applicant must provide copies of the records that substantiate the training of “. . . at least five students for a practical test for a certificate or rating and at least 80 percent of those students passed that test on the first attempt,” or having served as a “. . . company check pilot, chief flight instructor, company check airman, or flight instructor in a part 121 or part 135 operation, or in a position involving the regular evaluation of pilots.” Those records must be notarized by a Notary Public.

(6) The jurisdictional FSDO will then process the application file and issue the flight instructor renewal applicant a temporary airman certificate. The FSDO will then process the applicant's file and temporary airman certificate to the FAA's Airmen Certification Branch, AFS-760, P.O. Box 25082, Oklahoma City, OK 73125. The FSDO need not have a signed temporary airman certificate by the flight instructor renewal applicant in order to submit the applicant's file to AFS-760.

(7) Per § 61.3(d)(1) (i.e., “. . . or other documentation acceptable to the Administrator . . .”), the flight instructor renewal applicant may use the original of his or her FIRC graduation certificate and a copy of the superseded flight instructor certificate until the applicant's permanent flight instructor certificate arrives. Or the flight instructor renewal applicant may use a copy of his or her FAA Form 8710-1, Airman Certificate and/or Rating Application, and a copy of the superseded flight instructor certificate until the applicant's permanent flight instructor certificate arrives.

E. Renewal on the Basis of Acquaintance. The FAA has been asked whether the revision of § 61.197 prevents renewal of a flight instructor certificate on the basis of acquaintance. The old § 61.197 never allowed a person to be renewed merely on the basis of acquaintance. The misconception was erroneously promulgated in the Inspector's Report section on the back of the FAA Form 8710-1. The FAA never intended or permitted that an applicant's flight instructor certificate be renewed merely on the basis of acquaintance. FAA policy has always required ASIs to see evidence of the applicant's employment, which should clearly show that applicants are in a position involving the regular evaluation of pilots, or to have personal knowledge of an applicant's flight instructing capabilities and qualities before renewing that applicant's flight instructor certificate.

F. Section 61.197(b) Renewal Requirements.

(1) Section 61.197(b) states that if a person accomplishes the renewal requirements of § 61.197 paragraph (a)(1) or (a)(2), within 3 calendar-months preceding the expiration month of his/her flight instructor certificate:

- The FAA considers that person to have accomplished the renewal requirement of this section in the month due
- The current flight instructor certificate will be renewed for an additional 24 calendar-months from its expiration date

(2) The statement, “. . . within 3 calendar-months preceding the expiration month . . .” in § 61.197(b)(2)(i) means that in computing the 3 calendar-months, one would date backward from the first day of the month even though the flight instructor certificate expires at the end of the month. For example, a person whose flight instructor certificate expires on June 30, 2004 could have attended and completed an approved flight instructor refresher course/clinic at anytime on or after March 1, 2004 to June 30, 2004. Also, he/she could have his/her flight instructor certificate renewed for an additional 24 calendar-months with a new expiration date of June 30, 2006.

G. Section 61.197(c). This section states that instructors may accomplish the practical test required by § 61.197(a)(1) in an approved flight simulator or flight training device if he or she accomplishes the test pursuant to an approved course conducted by a training center certificated under part 142.

H. Denial of Renewal. If an applicant for renewal is unable to demonstrate by record or practical test that he or she possesses the qualifications for renewal or reinstatement of the flight instructor certificate, the applicant should be issued an FAA Form 8060-5, Notice of Disapproval of Application. The form specifies exactly what demonstration of currency and competency will be required for the reinstatement of the instructor certificate or rating. If renewal is denied on the basis of the instructor's flying proficiency, consideration must be given to action against the instructor's pilot certificate. Except for a retest, the FAA does not require a flight instructor recommendation for the renewal or reinstatement of a flight instructor certificate. Yet, the instructors may recommend additional preparation to the applicant.

10. WEATHER-RELATED ACCIDENTS AND THE NEED FOR FLIGHT INSTRUCTOR EMPHASIS ON CRITICAL WEATHER SITUATIONS.

A. Background. Studies indicate that the most likely candidate for a fatal, weather-related aviation accident is a relatively inexperienced private pilot who receives a reasonably accurate weather briefing before departure. The pilot is usually informed of the existence or potential of a critical weather situation. Typically, the pilot takes one passenger and crashes in weather conditions less than the minimums prescribed for VFR flight during daylight hours. Private pilot applicants should be familiar with this profile and should receive the highest quality of meteorological instruction possible. Many applicants for pilot certificates, when asked to collect weather data while planning a cross-country flight, are unable to locate the meteorological information needed to make proper in-flight decisions.

B. Flight Instructor Responsibilities. Inspectors should ensure that flight instructors are aware of the record of private pilots' weather-related accidents. Inspectors should encourage the discussion of critical weather recognition and proper decision-making when contacting flight instructors. Flight instructors should stress "the recognition of critical weather situations, while on the ground and in flight, and the procurement and use of aeronautical weather reports and forecasts" during instruction.

11. DESIGNATED PRACTICE AREAS.

FAA Order 7420.1, *Certificated Pilot School Practice Areas*, describes procedures for the establishment of certificated pilot school practice areas. Designation of specific practice areas was part of the FAA's effort to reduce the potential for midair and near midair collisions. However, because nonaffiliated flight instructors of pilot schools conduct most flight training in the United States, it is necessary that additional steps be taken to reach those flight instructors. During routine surveillance and at FIRC's, inspectors should emphasize to flight instructors and flight instructor applicants that they can enhance safety by conducting student instruction and solo practice within designated areas known to ATC and FSDOs.

12. AIRMAN MEDICAL AND FLIGHT INSTRUCTOR CERTIFICATES. FSDOs continue to receive the following three inquiries:

- Whether a certificated flight instructor who does not hold a valid airman medical certificate may conduct flight instruction
- Whether a certificated pilot who does not hold a valid airman medical certificate may renew a flight instructor certificate
- Whether a certificated pilot who does not hold a valid airman medical certificate may be originally issued a flight instructor certificate

A. Required Flight Crewmember. It is stated in § 61.3(c) that no person may act as a PIC or in any other capacity as a required flight crewmember of an aircraft under a certificate issued under part 61 unless that person has, in his/her possession, an appropriate current medical certificate issued under part 67. Sections 61.3(c) and 61.19(d)(1) state that a flight instructor certificate is effective only while the holder has a current pilot certificate and a medical certificate appropriate to the pilot privileges being exercised.

B. Not PIC or Required Crewmember. A CFI who is on board an aircraft for the purpose of providing flight instruction and does not act as a PIC or as a required flight crewmember is not performing a function or exercising pilot privileges that would require him or her to possess an appropriate current medical certificate in accordance with part 61. Therefore, the FAA does not require a CFI who does not exercise pilot privileges as a PIC or required crewmember while giving flight instruction to have a valid medical certificate. Similarly, the FAA does not require a valid medical certificate from a certificated pilot who does not exercise privileges as a PIC or as a required crewmember during a practical test leading to the issuance or renewal of a flight instructor certificate. FSDO managers are encouraged not to direct inspectors to act as a PIC to permit an applicant to take the practical test for renewal or initial issuance of a flight instructor certificate if that applicant does not hold a valid medical certificate (reference § 61.23(b)).

C. Public Queries. Inspectors receiving questions concerning the information above should ensure that the following points are emphasized in discussion with pilots:

(1) A CFI who acts as a safety pilot during simulated instrument flight, as required by § 91.109(b)(2), is a required pilot flight crewmember

and must have an appropriate, current medical certificate.

(2) A CFI who conducts a flight review, required by § 61.56, after a pilot's currency has expired, must have the appropriate, current medical and pilot certificates.

(3) A CFI who gives flight instruction and acts in the capacity of a required pilot crewmember must have a valid medical certificate.

(4) A CFI who does not hold a current medical certificate may give, and charge a fee for, flight instruction during any flight in which the

certificated pilot being instructed (other than a student pilot) is the PIC, provided the flight instructor at least holds commercial pilot privileges on his/her pilot certificate and does not act as a required pilot flight crewmember.

(5) A CFI who contemplates the use of a flight instructor certificate when he or she does not hold an appropriate, current medical certificate should be fully aware of the various circumstances under which he or she may be required to assume responsibility for the safety of the aircraft during flight and remain in compliance with applicable regulations.

[PAGES 11-11 THRU 11-12 RESERVED]

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the requirements of part 61 and FAA policies and qualification as an ASI (Operations) or aviation safety technician (AST).

B. Coordination. This task requires coordination with the airworthiness unit and Airmen Records section of the AFS-760.

2. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- Title 14 CFR parts 1, 61, 91, 141, 142, and 187 (appendix A, Fees)
- Applicable PTS
- AC 61-65, Certification: Pilot and Flight and Ground Instructors
- PTRS Procedures Manual (PPM)

B. Forms.

- FAA Form 8060-4, Temporary Airman Certificate (Figure 11-3)
- FAA Form 8060-5, Notice of Disapproval of Application (Figure 11-1)
- FAA Form 8710-1, Airman Certificate and/or Rating Application

C. Job Aids.

- Sample letters and figures

3. PROCEDURES.

A. Schedule Appointment. Advise the applicant to bring the following documents to the appointment:

(1) A commercial or Airline Transport Pilot (ATP) certificate.

(2) A flight instructor certificate (if applicable).

(3) FAA Form 8500-9, Medical Certificate Class, and a Statement of Demonstrated Ability (SODA), if applicable.

(4) A knowledge test report (if required).

(5) A school graduation certificate (if required by § 61.71).

(6) Personal logbooks that substantiate the flight experience shown on the application form.

(7) The aircraft maintenance records.

(8) The aircraft airworthiness certificate.

(9) The aircraft registration.

(10) An acceptable form of photo identification.

(11) The Federal Communications Commission (FCC) aircraft station license documents, if applicable.

B. Applicant Arrives for Appointment.

(1) Collect the documents indicated above.

(2) Open PTRS file.

C. Review Application.

(1) In Section I of FAA Form 8710-1, ensure that the applicant has checked "Flight Instructor-Initial." If the applicant is renewing a flight instructor certificate, ensure that "Renewal" is checked. If the applicant is having a flight instructor certificate reinstated, "Reinstatement" must be checked.

(2) Check the application for accuracy, using the instructions attached to FAA Form 8710-1.

(3) Check to make sure a flight instructor applicant has a logbook endorsement, a signed application, or a written statement signed by the recommending flight instructor no more than 60 days before application for certification.

(4) The date the ASI or AST places next to his or her signature on the application must be the same date as on the temporary flight instructor certificate.

(a) For flight instructor renewal applicants, the date the ASI or AST places next to his or her signature must be a date that is on or before the expiration date of the superseded flight instructor certificate. In the past, some ASIs or ASTs have dated the application and temporary flight instructor certificate using a date that was after the expiration month of the superseded flight instructor certificate. For recordkeeping purposes for AFS-760, it is mandatory that the date on the application and temporary flight instructor certificate be the same date and be a date that is on or before the expiration date of the superseded flight instructor certificate.

(b) Provided the flight instructor renewal applicant renews in the 3 calendar-months preceding the expiration month of the superseded flight instructor certificate or during the month of expiration, that applicant is entitled to keep the expiration month that is on the superseded flight instructor certificate.

(5) In section III of the application, confirm that the applicant listed at least the aeronautical experience required for the airmen certificate and rating sought. Graduates of part 141 pilot schools or part 142 training centers must provide their aeronautical experience on the application even though the graduation certificate is evidence of having completed the course of training. If aeronautical experience has no bearing on the airmen certification action being sought, it is not necessary for an applicant to complete section III. For example, flight instructor renewal applications, flight instructor reinstatement applications, ground instructor qualification applications, and pilot type rating applications are examples for which aeronautical experience would not have a bearing on the airmen certification action and thus the applicant would not be required to complete section III. However, the FAA encourages all applicants to complete section III of the application. This is because the application remains on file with the FAA and can be used to substantiate past aeronautical experience if an individual were to ever lose his or her logbook.

D. Verify Applicant's Identity. Inspect acceptable forms of identification to verify the applicant's identity. Compare the identification with the personal information provided on FAA Form 8710-1.

NOTE: See section 4 of Volume 2, Chapter 1, Introduction to Part 61 Related Tasks.

(1) If the applicant's identity can be verified, proceed with the task.

(2) If the applicant's identity cannot be verified because of lack of or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with the appropriate identification to reapply.

(3) Do not continue with this task if:

- The applicant's identity appears to be different from the information supplied on FAA Form 8710-1
- It appears that an attempt at falsification has been made

NOTE: See Volume 2, Chapter 182, Conduct an Investigation to Determine Compliance.

E. Renew and Reinstate a CFI. An inspector will select tasks from the list below, which are taken from the appropriate flight instructor PTS, to evaluate an applicant's competence to continue to hold his or her flight instructor certificate. These areas of operation and tasks are the minimum required that an applicant must be tested on during the practical test. An inspector may select additional tasks, as necessary, to determine an applicant's competency and proficiency to hold his/her flight instructor certificate. The renewal or reinstatement of one of the ratings listed on the applicant's flight instructor certificate should renew all ratings listed on that flight instructor certificate.

(1) *Airplane Single-Engine Category (FAA-S-8081-6, Flight Instructor—Airplane Practical Test Standards).*

- Area of Operation II — select at least two tasks
- Area of Operation III — select at least one task
- Area of Operation V, XI, XII, XIII, and XV — select at least one task from each area of operation
- Area of Operation VII, IX, and XIV—select at least two tasks from each area of operation

(2) *Airplane Multiengine Category*
(FAA-S-8081-6).

- Area of Operation II — select at least two tasks
- Area of Operation III — select at least one task
- Area of Operation V, X, XII, and XIII—select at least one task from each area of operation
- Area of Operation VIII, XIV, and XV—select at least two tasks from each area of operation

(3) *Rotorcraft Category* (FAA-S-8081-7,
Flight Instructor—Rotorcraft (Helicopter and Gyroplane) Practical Test Standards).

- Area of Operation II — select at least two tasks
- Area of Operation III — select at least one task
- Area of Operation V, VII, and XII — select at least one task from each area of operation
- Area of Operation VIII, X, and XI — select at least two tasks from each area of operation

(4) *Glider Category* (FAA-S-8081-8, *Flight Instructor—Glider Practical Test Standards*).

- Area of Operation II — select at least two tasks
- Area of Operation III — select at least one task
- Area of Operation V, VIII, IX, X, XI, XII, and XI — select at least one task from each area of operation
- Area of Operation VII — select at least two tasks from each launch (appropriate to the launch privileges held) and one landing task

(5) *Instrument Rating Only* (FAA-S-8081-9,
Flight Instructor—Instrument Practical Test Standards).

- Area of Operation II, III, and V — select at least one task from each area of operation
- Area of Operation VI — select at least two tasks
- Area of Operation VII — select at least one task
- Area of Operation VIII — select task A or B and combine with task C, D, or E
- Area of Operation IX — select at least one task

F. Renew a CFI Based on Participation in the FAA WINGS Program. Upon receipt of FAA Form 8710-1 from a flight instructor who elects to renew his or her flight instructor certificate on the basis of complying with section 1, paragraph 9B(2), the approving inspector or AST should complete the Inspector's Report section of FAA Form 8710-1.

(1) Review the flight instructor renewal applicant's FAA Form 8710-1 to ensure that the applicant has fully completed the front of the application and has signed and dated the application. If the FIRC is an approved part 141 course, ensure that the applicant has completed section II of the application. This area is only completed if the FIRC provider and course is an approved part 141 course.

(2) If the FAA WINGS provider has an Airman Certification Representative (ACR) assigned, ensure the ACR has completed the appropriate areas on the back side of the applicant's FAA Form 8710-1. The marked boxes and shaded areas in the sample form in Figure 11-4 need to be completed.

(3) Complete the Aviation Safety Inspector or Technician Report on the back side of the flight instructor renewal applicant's FAA Form 8710-1. The marked boxes and shaded areas in Figure 11-4 need to be completed by an ASI or AST.

(4) Sign and date the application. This date must be the same date as on the temporary flight instructor renewed certificate.

G. Renew a CFI Based on Completion of a FIRC in Accordance with § 61.197(a)(2)(iii). See section 1, paragraph 9B. When renewing a flight instructor renewal applicant, the ASI or AST must perform the following:

(1) Review the flight instructor renewal applicant's FAA Form 8710-1 to ensure that the applicant has fully completed the front of the application and has signed and dated the application. If the FIRC is an approved part 141 course, ensure that the applicant has completed section II C of the application. This area is only completed if the FIRC provider and course is an approved part 141 course.

(2) If the FIRC provider has an Airman Certification Representative (ACR) assigned, ensure the ACR has completed the Designated Examiner or Airman Certification Representative Report areas on the back side of the applicant's FAA Form 8710-1. The marked boxes and shaded areas in the Figure 11-5 need to be completed. Additionally, the ACR is required to complete the other areas in Figure 11-5 noted as "To be completed by the ACR" in the Aviation Safety Inspector or Technician Report section of the form.

(3) If being reviewed by an ASI or AST, complete the Aviation Safety Inspector or Technician Report on the back side of the form. The marked boxes and shaded areas in the sample form in Figure 11-5 need to be completed by an ASI or AST.

(4) Sign and date the application. This date must be the same date as on the temporary flight instructor renewed certificate.

H. Establish Eligibility.

NOTE: See part 61, §§ 61.183, 61.185, 61.187, and 61.191.

(1) Ensure that the applicant holds either a commercial pilot or an ATP certificate with an aircraft rating appropriate to the instructor rating sought. If the applicant is applying for an airplane instructor rating or an instrument instructor rating, verify that the applicant has an instrument rating.

(2) Inspect the applicant's medical certificate and SODA, if applicable, to ensure that it is appropriate to the pilot privileges being exercised.

(3) Determine whether the applicant is able to read, write, and converse fluently in the English language (see section 1, paragraph 5D).

(4) If the applicant graduated from an FAA-approved school, have the applicant present the appropriate graduation certificate. Verify that the date issued shows that the applicant graduated within the past 60 days.

(5) If the applicant is not a graduate of an FAA-approved school and is applying for a flight instructor certificate, have the applicant present evidence of passing a course of instruction in the subjects listed in § 61.185.

(6) Determine if § 61.185(a) requirements are met by having the applicant present evidence of ONE of the following:

(a) Satisfactory completion of a home study course or any of the alternatives outlined in the current edition of AC 61-65.

(b) A certified college transcript listing subjects equivalent to the subjects listed in § 61.185(a).

(7) Determine whether an applicant is required to take the fundamentals of instructing (FOI) knowledge test by examining the following substitutes:

(a) A current teacher's certificate issued by a state, county, or city that authorizes the applicant to teach in a secondary school;

(b) Proof of regular employment as an instructor in an accredited college or university; or

(c) The applicant's ground instructor certificate with any rating.

(8) Determine if the applicant satisfies the requirements of § 61.185(a) by an endorsement from a flight or ground instructor, who meets the requirements of § 61.185(a), certifying that the prescribed instruction was given.

(9) Request and examine any of the following documents, which qualify as acceptable evidence of having passed the appropriate knowledge tests:

(a) Two knowledge test reports, one for the appropriate instructor rating and one for the FOI.

(b) Test reports from an FAA-approved school with knowledge test examining authority.

(c) A computer test report from an approved computer testing center.

(10) If the applicant is not a graduate of an FAA-approved school, have the applicant present a logbook endorsement. Ensure that the instructor has signed it and certifies that the applicant is competent to pass a practical test on the required subjects listed in § 61.187(a).

(11) For initial flight instructor certification, the instructor who provides the training and the instructor who recommends the applicant must meet the requirements of § 61.195.

(12) If the applicant has failed the flight (aircraft)-rating practical test, make sure that applicant submits an FAA Form 8710-1 with the instructor's recommendation for the retest.

(13) Determine if the applicant for an additional flight instructor rating meets specific eligibility requirements, as listed in § 61.191. Ensure that the applicant meets the following requirements:

(a) Holds at least a commercial pilot certificate with ratings appropriate to the instructor rating sought.

(b) Holds a valid medical certificate and SODA, if applicable, appropriate to the pilot privileges being exercised.

(c) Has passed the appropriate knowledge test for the instructor rating sought.

(d) Has at least 15 hours of PIC time in the category and class of aircraft appropriate to the rating sought. The record of flight time in Section III of the application must show at least the minimum flight experience required for the additional rating sought.

(14) Determine if the applicant for a flight instructor renewal or reinstatement meets specific eligibility requirements:

(a) A private pilot, commercial pilot, or ATP pilot certificate with the appropriate ratings.

(b) A valid medical certificate and SODA, if applicable, appropriate to the pilot privileges being exercised.

(15) The inspector conducting the practical test or an airworthiness inspector should review the applicant's aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test. After review, the inspector should return the documents to the applicant.

I. Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the aircraft documents, the inspector should return the application and all submitted documents to the applicant. The inspector should inform the applicant of the reasons for ineligibility, and explain how the applicant may correct the discrepancies.

J. Conduct Practical Test. After determining if the applicant is eligible and meets all prerequisites for the flight instructor certificate and associated ratings, the inspector should conduct the practical test.

(1) Use the procedures and maneuvers outlined in the applicable Flight Instructor PTS for the category and class of aircraft or instrument aircraft rating.

(2) Give credit to the applicant who retests tasks already completed on the previous practical examination (inspector's option).

(3) If the applicant does not complete the practical test for reasons other than proficiency, issue the applicant a letter of discontinuance (Figure 11-2). Return the application and all submitted documents to the applicant.

(4) Close PTRS.

K. Unsatisfactory Performance. Upon determining that an applicant's practical test performance is not satisfactory, the inspector should terminate the practical test and inform the applicant of the reasons for the termination.

(1) Prepare in duplicate FAA Form 8060-5 (see vol. 2, ch. 1, section 6 and Figure 11-1).

(a) Record any specific procedures or maneuvers that must be repeated by the applicant on FAA Form 8060-5.

(b) Record the number of practical test failures by the applicant for this certificate or rating on FAA Form 8060-5.

(2) Proceed with the following suspension action if an applicant fails a practical test for the renewal of a flight instructor certificate that would normally remain valid for more than 30 days.

(a) Prepare three copies of FAA Form 8060-5 bearing the following statement: "An applicant must pass a practical test given by an FAA inspector within 15 days, or the FAA will take action to suspend the certificate."

(b) Give two copies of FAA Form 8060-5 to the applicant, file the original and the application form at the FSDO, and return all other submitted documents to the applicant.

(c) If the applicant does not pass the practical test, open a PTRS file for airman certification technical assistance (PTRS Code 1595) with a date for initiating enforcement action.

(3) If the applicant's flying proficiency is seriously in doubt, begin reexamination action against the applicant's pilot certificate in accordance with the regulations. (See Volume 2, Chapter 26, Conduct a Reexamination Test of an Airman Under Title 49 of the United States Code).

(4) Forward the certification file to AFS-760.

L. Satisfactory Performance. The inspector should issue a Temporary Airman Certificate to the applicant who meets all requirements for a flight instructor certificate.

(1) Prepare FAA Form 8060-4 in duplicate, as indicated in vol. 2, ch. 1, section 5 (see Figure 11-3).

(2) Enter the following ratings, when appropriate, on the certificate:

- AIRPLANE, SINGLE-ENGINE
- AIRPLANE, MULTIENGINE
- INSTRUMENT, AIRPLANE
- INSTRUMENT, HELICOPTER
- ROTORCRAFT, HELICOPTER

- ROTORCRAFT, GYROPLANE
- GLIDER
- POWERED-LIFT
- INSTRUMENT, POWERED-LIFT

(3) Enter the expiration date on the certificate. Inform the applicant that the certificate expires at the end of the 24th calendar-month after the month it is issued.

(4) Use the same certificate number on the temporary certificate that is on the superseded flight instructor certificate, or in the case of an original certificate issuance, the certificate number on the applicant's pilot certificate followed by the letters "CFI."

(5) If the applicant is eligible for a Gold Seal Certificate, see Volume 2, Chapter 13, Issue a Gold Seal Flight Instructor Certificate.

(6) Complete the Inspector's Report section and the Attachments section on FAA Form 8710-1. Sign the reverse side of FAA Form 8710-1.

(7) Forward the completed file to AFS-760.

(8) Return to the applicant all submitted documents not forwarded to AFS-760.

(9) Indicate satisfactory performance approval on one copy of FAA Form 8060-5 if a suspension action was pending on the applicant's flight instructor certificate at another FSDO. Forward one copy of FAA Form 8060-5 to the inspector at the other FSDO who issued the previous notice of disapproval of application.

M. PTRS. Complete PTRS in accordance with the PPM.

4. TASK OUTCOMES. Completion of this task results in the issuance of one of the following:

- A. Temporary airman certificate.
- B. Notice of disapproval of application.
- C. Letter of discontinuance.

5. FUTURE ACTIVITIES.

A. When a suspension action is pending because the applicant did not pass a practical test for the renewal of a flight instructor certificate, one of the following future activities will result.

(1) Suspension action must be initiated if the applicant has not passed the practical test in the allotted time.

(2) Close the PTRS entry if the applicant passes the practical test in the required time.

B. The applicant may return for a renewal or reinstatement.

C. The applicant may return for an additional flight instructor rating.

NOTE: See FAA Order 2150.3, Compliance and Enforcement Program.

[PAGES 11-20 THRU 11-22 RESERVED]

[THIS PAGE INTENTIONALLY LEFT BLANK]

FIGURE 11-1. FAA FORM 8060-5, NOTICE OF DISAPPROVAL OF APPLICATION—FLIGHT INSTRUCTOR

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION—FEDERAL AVIATION ADMINISTRATION		NOTE PRESENT THIS FORM UPON APPLICATION FOR REEXAMINATION							
NOTICE OF DISAPPROVAL OF APPLICATION									
NAME AND ADDRESS OF APPLICANT JOHN M. DOE 751 SOUTH MAIN STREET KEYWANA, NM 80010		CERTIFICATE OR RATING SOUGHT FLIGHT INSTRUCTOR ASE							
On the date shown, you failed the examination indicated below:									
<input type="checkbox"/> FLIGHT <input type="checkbox"/> ORAL <input checked="" type="checkbox"/> PRACTICAL									
AIRCRAFT USED (<i>Make and Model</i>) CESSNA 172 RG		FLT. TIME RECORDED IN LOGBOOK <table border="1"> <tr> <td>PILOT-IN-COMM. OR SOLO</td> <td>INSTRUMENT</td> <td>DUAL</td> </tr> <tr> <td align="center">250</td> <td align="center">40</td> <td align="center">100</td> </tr> </table>		PILOT-IN-COMM. OR SOLO	INSTRUMENT	DUAL	250	40	100
PILOT-IN-COMM. OR SOLO	INSTRUMENT	DUAL							
250	40	100							
UPON REAPPLICATION YOU WILL BE REEXAMINED ON THE FOLLOWING:									
XIII. EMERGENCY OPERATIONS TASK A, EMERGENCY APPROACH AND LANDING TASK B, SYSTEMS AND EQUIPMENT MALFUNCTIONS FIRST FAILURE									
I have personally tested this applicant and deem his performance unsatisfactory for the issuance of the certificate or rating sought.									
DATE OF EXAMINATION 8/14/2003	SIGNATURE OF EXAMINER OR INSPECTOR <i>Brett Forman</i> BRETT FORMAN	DESIGNATION OR OFFICE NO. NM 07							

FAA Form 8060-5 (5-80)

FIGURE 11-2. LETTER OF DISCONTINUANCE

FAA Letterhead

[*date*]

[*applicant's name and address*]

Dear [*applicant's name*]:

On this date, you successfully completed the oral portion of the practical test for a [*indicate grade*] certificate with an [*indicate category*] and [*indicate class*] class rating. The practical test was discontinued because of [*indicate reason*].

If application is made by [*indicate date 60 days from date of letter*], this letter may be used to show the following portions of the practical test which have been completed satisfactorily:

- [*Indicate areas of operation completed on the test*]

After [*indicate expiration date*], you must repeat the entire practical test.

This letter does not extend the expiration date as shown on the knowledge test results, medical certificate, or required endorsements.

Sincerely,

[*signature of inspector conducting practical test*]

FIGURE 11-3. FAA FORM 8060-4, TEMPORARY AIRMAN CERTIFICATE—FLIGHT INSTRUCTOR

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION ii. TEMPORARY AIRMAN CERTIFICATE		III. CERTIFICATE NO. 9876543CFI						
vii. AIRMAN'S SIGNATURE <i>John Ryan Doe</i>	THIS CERTIFIES THAT		iv. JOHN RYAN DOE v. 5421 WEST BIRD DRIVE NEW YORK, NY 20002					
	DATE OF BIRTH 11/30/74	HEIGHT 73 IN.	WEIGHT 175	HAIR BROWN	EYES BLUE	SEX M	NATIONALITY USA	VI.
	IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of FLIGHT INSTRUCTOR							
	RATINGS AND LIMITATIONS xii. AIRPLANE SINGLE ENGINE							
	xiii. VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE NO. 9876543; EXPIRES 9/30/07							
	THIS IS <input checked="" type="checkbox"/> AN ORIGINAL ISSUANCE <input type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE			DATE OF SUPERSEDED AIRMAN CERTIFICATE				
	BY DIRECTION OF THE ADMINISTRATOR						EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. 001234567	
X. DATE OF ISSUANCE 9/1/05		X. SIGNATURE OF EXAMINER OR INSPECTOR <i>John Ayres</i> EA 23 John Ayres			DATE DESIGNATION EXPIRES			

FAA FORM 8060-4 (8-79)

USE PREVIOUS EDITION

FIGURE 11-4. DESIGNATED EXAMINER OR AIRMAN CERTIFICATE REPRESENTATIVE REPORT AND AVIATION SAFETY INSPECTOR OR TECHNICIAN REPORT PORTIONS OF FAA FORM 8710-1, FILLED OUT FOR RENEWAL OF CFI BASED ON WINGS PROGRAM PARTICIPATION

Designated Examiner or Airmen Certification Representative Report					
<input type="checkbox"/> Student Pilot Certificate Issued (Copy attached) <input checked="" type="checkbox"/> I have personally reviewed this applicant's pilot logbook and/or training record, and certify that the individual meets the pertinent requirements of 14 CFR Part 61 for the certificate or rating sought. <input type="checkbox"/> I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate. <input type="checkbox"/> I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below. <input checked="" type="checkbox"/> Approved -- Temporary Certificate Issued (Original Attached) <input type="checkbox"/> Disapproved -- Disapproval Notices Issued (Original Attached)					
Location of Test (Facility, City, State)			Duration of Test		
			Ground	Simulator/FTD	Flight
Certificate or Rating for Which Tested		Type(s) of Aircraft Used		Registration No.(s)	
Date	Examiner's Signature (Print Name & Sign)	Certificate No.	Designation No.	Designation Expires	
Evaluator's Record (Use For ATP Certificate and/or Type Rating)					
	Inspector	Examiner	Signature and Certificate Number		Date
Oral	<input type="checkbox"/>	<input type="checkbox"/>			
Approved Simulator/Training Device Check	<input type="checkbox"/>	<input type="checkbox"/>			
Aircraft Flight Check	<input type="checkbox"/>	<input type="checkbox"/>			
Advanced Qualification Program	<input type="checkbox"/>	<input type="checkbox"/>			

Aviation Safety Inspector or Technician Report			
I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.			
<input checked="" type="checkbox"/> Approved -- Temporary Certificate Issued (Original Attached)		<input type="checkbox"/> Disapproved -- Disapproval Notice Issued (Original Attached)	
Location of Test (Facility, City, State)		Duration of Test	
		Ground	Simulator/FTD Flight
Certificate or Rating for Which Tested		Type(s) of Aircraft Used	
<input type="checkbox"/> Student Pilot Certificate Issued <input type="checkbox"/> Examiner's Recommendation <input type="checkbox"/> Reissue or Exchange of Pilot Certificate <input type="checkbox"/> Special Medical test conducted -- report forwarded to Aeromedical Certification Branch, AAM-330		<input type="checkbox"/> Certificate or Rating Based on <input type="checkbox"/> Military Competence <input type="checkbox"/> Foreign License <input type="checkbox"/> Approved Course Graduate <input type="checkbox"/> Other Approved FAA Qualification Criteria	
<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Reissue or Exchange of Pilot Certificate <input type="checkbox"/> Special Medical test conducted -- report forwarded to Aeromedical Certification Branch, AAM-330		<input checked="" type="checkbox"/> Flight Instructor <input type="checkbox"/> Ground Instructor <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Reinstatement Instructor Renewal Based on <input type="checkbox"/> Activity <input checked="" type="checkbox"/> Training Course <input type="checkbox"/> Test <input type="checkbox"/> Duties and Responsibilities	
Training Course (FIRC) Name		Graduation Certificate No.	
Date	Inspector's Signature (Print Name & Sign)	Certificate No.	FAA District Office
Attachments: <input checked="" type="checkbox"/> Airman's Identification (ID) <input type="checkbox"/> Student Pilot Certificate (Copy) <input type="checkbox"/> Knowledge Test Report <input checked="" type="checkbox"/> Temporary Airman Certificate <input type="checkbox"/> Notice of Disapproval <input checked="" type="checkbox"/> Superseded Airman Certificate			
ID: _____ Name: _____ Date of Birth: _____ Certificate Number: _____ E-Mail Address: _____			

FIGURE 11-5. DESIGNATED EXAMINER OR AIRMAN CERTIFICATE REPRESENTATIVE REPORT AND AVIATION SAFETY INSPECTOR OR TECHNICIAN REPORT PORTIONS OF FAA FORM 8710-1, FILLED OUT FOR RENEWAL OF CFI BASED ON A FIRC

Designated Examiner or Airman Certification Representative Report				
<input type="checkbox"/> Student Pilot Certificate Issued (Copy attached) <input checked="" type="checkbox"/> I have personally reviewed this applicant's pilot logbook and/or training record, and certify that the individual meets the pertinent requirements of 14 CFR Part 61 for the certificate or rating sought. <input type="checkbox"/> I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate. <input type="checkbox"/> I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below. <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> Approved -- Temporary Certificate Issued (Original Attached) <input type="checkbox"/> Disapproved -- Disapproval Notices Issued (Original Attached) </div>				
Location of Test (Facility, City, State)		Duration of Test		
[Name of FIRC] Flight Instructor Renewal Course, [City, State]		Ground	Simulator/FTD	Flight
Certificate or Rating for Which Tested Flight Instructor Renewal		Type(s) of Aircraft Used		Registration No.(s)
Date	Examiner's Signature (Print Name & Sign)	Certificate No.	Designation No.	Designation Expires
Evaluator's Record (Use For ATP Certificate and/or Type Rating)				
Oral	Inspector	Examiner	Signature and Certificate Number	Date
Approved Simulator/Training Device Check	<input type="checkbox"/>	<input type="checkbox"/>		
Aircraft Flight Check	<input type="checkbox"/>	<input type="checkbox"/>		
Advanced Qualification Program	<input type="checkbox"/>	<input type="checkbox"/>		
Aviation Safety Inspector or Technician Report				
I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below. <input checked="" type="checkbox"/> Approved -- Temporary Certificate Issued (Original Attached) <input type="checkbox"/> Disapproved -- Disapproval Notice Issued (Original Attached)				
Location of Test (Facility, City, State)		Duration of Test		
		Ground	Simulator/FTD	Flight
Certificate or Rating for Which Tested		Type(s) of Aircraft Used		Registration No.(s)
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Student Pilot Certificate Issued <input type="checkbox"/> Examiner's Recommendation <div style="margin-left: 20px;"><input type="checkbox"/> Accepted <input type="checkbox"/> Rejected</div> <input type="checkbox"/> Reissue or Exchange of Pilot Certificate <input type="checkbox"/> Special Medical test conducted -- report forwarded to Aeromedical Certification Branch, AAM-330 </div> <div style="width: 30%;"> <input type="checkbox"/> Certificate or Rating Based on <input type="checkbox"/> Military Competence <input type="checkbox"/> Foreign License <input type="checkbox"/> Approved Course Graduate <input type="checkbox"/> Other Approved FAA Qualification Criteria </div> <div style="width: 30%;"> <input checked="" type="checkbox"/> Flight Instructor <input type="checkbox"/> Ground Instructor <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Reinstatement <input type="checkbox"/> Instructor Renewal Based on <div style="display: flex;"> <input type="checkbox"/> Activity <input checked="" type="checkbox"/> Training Course <input type="checkbox"/> Test <input type="checkbox"/> Duties and Responsibilities </div> </div> </div>				
Training Course (FIRC) Name		Graduation Certificate No.		Date
Date	Inspector's Signature (Print Name & Sign)	Certificate No.	FAA District Office	

The marked and shaded areas of this section must be completed by the ACR.

Attachments: <input type="checkbox"/> Student Pilot Certificate (Copy) <input type="checkbox"/> Knowledge Test Report <input checked="" type="checkbox"/> Temporary Airman Certificate <input type="checkbox"/> Notice of Disapproval <input checked="" type="checkbox"/> Superseded Airman Certificate	<input checked="" type="checkbox"/> Airman's Identification (ID) <div style="margin-top: 10px;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> </div>	ID: _____ Name: _____ Date of Birth: _____ Certificate Number _____ E-Mail Address _____
---	---	--

[THIS PAGE INTENTIONALLY LEFT BLANK]